



**HOUSING AUTHORITY  
of the County of Los Angeles**

700 W. Main Street • Alhambra, CA 91801

Tel: 626.262.4510 • TDD: 855.892.6095 • www.hacola.org

**Hilda L. Solis**  
**Mark Ridley-Thomas**  
**Sheila Kuehl**  
**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

**Sean Rogan**  
Executive Director

**AGENDA  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION  
WEDNESDAY, MARCH 23, 2016 (12:00 PM)  
WHITTIER MANOR  
11527 SLAUSON AVE.  
WHITTIER, CA 90606  
(562) 692-2585**

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1. **Call to Order**
2. **Roll Call**

**Henry Porter Jr., Chair**  
**Margaret Mott, Co-Chair**  
**James Brooks**  
**Gesele McBroom-Marsh**  
**Joelene Tapia**  
**Mary Canoy**  
**Takao Suzuki**  
**Val Lerch**  
**Zella Knight**

3. **Reading and Approval of the Minutes of the Previous Meeting**  
Regular Meeting of February 24, 2016.
4. **Report of the Executive Director**
5. **Presentation**  
Homes for Heros - Margarita Lares, Assisted Housing Director
6. **Public Comments**

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.

## **Regular Agenda**

### **7. Award a Job Order Contract and Approve a Construction Task Catalog (All Districts)**

Recommend that the Board of Commissioners find that the award of the Job Order Contract (JOC), authorization for the Executive Director to issue work orders, and the adoption of the January 2016 JOC Construction Task Catalog are not a project under Section 15378(b) of the California Environmental Quality Act; recommend that the Board of Commissioners adopt the January 2016 JOC Construction Task Catalog; recommend that the Board of Commissioners award a JOC (JOC 32) to Angeles Contractor, Inc., for a maximum amount of \$4,500,000, to be financed through various funding sources included in the Housing Authority's approved Fiscal Year 2015-2016 budget and to be included in the Fiscal Year 2016-2017 budget; recommend that the Board of Commissioners authorize the Executive Director, or his designee, to execute JOC 32 in the form previously approved as to form by County Counsel and to establish the effective date following receipt of approved Faithful Performance and Payment for Labor and Materials Bonds filed by Angeles Contractor, Inc.; recommend that the Board of Commissioners authorize the Executive Director, or his designee, to issue work orders for maintenance, repair, refurbishment, rehabilitation, retrofit, remodeling, and other repetitive-type work, on an as-needed basis, to Angeles Contractor, Inc., in the aggregate work order amount not-to-exceed the maximum amount of the JOC; recommend that the Board of Commissioners authorize the Executive Director, or his designee, upon his determination and as necessary and appropriate under the terms of the JOC, to amend the JOC, to terminate the JOC for convenience, or to terminate the contractor's right to proceed with the performance of the JOC.

### **8. Approve Records Retention And Disposition Schedules And Authorize Destruction Of Records According To The Retention Schedules (All Districts)**

Recommend that the Board of Commissioners approve the Records Retention and Disposition Schedules (Schedules), and authorize the Executive Director or his designee to make any future amendments to the Schedules, subject to review by County Counsel and in accordance with all applicable statutory requirements; recommend that the Board of Commissioners authorize the Executive Director or his designee to destroy records that have passed their retention periods according to the Schedules and to approve future destruction of records according to the Schedules; recommend that the Board of Commissioners find that approval of the Records Retention and Disposition Schedules is not subject to the provisions of the California Environmental Quality Act (CEQA) because the action will not have the potential for causing a significant effect on the environment.

9. **Housing Commissioners May Provide Comments or Suggestions for Future Agenda Items**

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 700 W. Main St., Alhambra, CA 91801. Access to the agenda and supporting documents are also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least (3) business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (626) 586-1501, or by e-mail at [roberta.lear@lacdc.org](mailto:roberta.lear@lacdc.org), from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES (HACoLA)

MINUTES FOR THE REGULAR MEETING OF THE

LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, February 24, 2016.

The meeting was convened at South Bay Gardens Housing Development, 230 E. 130<sup>th</sup> Street, Los Angeles, CA 90061.

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Housing Commissioner Chair, Porter, at 11:57 a.m.

<u>ROLL CALL</u>	<u>Present</u>	<u>Absent</u>
Henry Porter, <b>Chair</b>	X	
Margaret Mott, <b>Co-Chair</b>		X
Gesele McBroom-Marsh	X	
James Brooks	X	
Joelene Tapia	X	
Mary Canoy	X	
Takao Suzuki		X
Val Lerch	X	
Zella Knight	X	

**PARTIAL LIST OF STAFF PRESENT:**

Sean Rogan, Executive Director  
Emilio Salas, Deputy Executive Director  
Maria Badrakhan, Director, Housing Management  
Margarita Lares, Director, Assisted Housing

**GUESTS PRESENT:**

None.

**Reading and Approval of the Minutes of the Previous Meeting**

On Motion by Commissioner Porter, seconded by Commissioner Brooks, the Minutes of the Regular Meeting of December 16, 2015 were approved with Commissioner Knight abstaining.

#### **Agenda Item No. 4 – Closed Session**

No reportable action was taken during the closed session.

#### **Agenda Item No. 5 – Report of the Executive Director**

Deputy Executive Director, Emilio Salas reported the following:

Regarding the legislative update; State Senator Mark Leno introduced a new bill that impacts our Housing Choice Voucher Program. SB 1053, the Housing Opportunities Act, seeks to ensure that everyone will have a fair opportunity to seek and retain housing, particularly when they use a federal rental subsidy as a method of payment. Current law allows landlords to deny prospective low-income tenants the ability to apply for housing simply because they receive a housing voucher.

The Housing Opportunities Act amends the Fair Employment and Housing Act (FEHA) to clarify that housing subsidy vouchers are a protected source of income. Landlords can still screen prospective tenants for credit, criminal history and other criteria to establish their ability to rent. The Housing Authority of the County of Los Angeles (HACoLA) is working with California Association of Housing Authorities (CAHA) to lend our support of this bill.

On February 2, 2016, the House of Representatives unanimously passed H.R. 3700, the Housing Opportunities through Modernization Act (HOTMA), by a vote of 427 Yeas to 0 Nays.

Prior to passage, H.R. 3700 was improved through several key amendments including the permanent exemption for HACoLA to have a resident representative on its governing board. The bill provides several regulatory relief measures, as well as some changes such as authorizing a Public Housing Agency (PHA) to make Housing Assistance Payments (HAP) on a newly contracted unit if it fails inspection simply due to non-life-threatening conditions, but suspend the payments after 30 days if the conditions are not corrected. The bill also revises requirements to vary the frequency of otherwise annual reviews of family income for Public Housing and Section 8 programs, depending on certain decreases or increases in annual adjusted income.

A PHA may establish a payment standard under the Section 8 program of up to 120% of the fair market rent as a reasonable accommodation for a person with a disability, without approval of the Department of Housing and Urban Development (HUD).

The “over income” provision that forces PHAs to charge monthly rent according to a specified formula to a family whose income has exceeded 120% of the area's median income for two years, or terminate the family's tenancy. The ability to use operating funds for capital improvements.

Mr. Salas gave an update regarding the Harbor Hills housing development where a woman's body was found under one of the units. An arrest was made in this homicide investigation; the suspect has no ties to the Housing Authority and is not a resident.

Mr. Salas explained that the HACoLA is at the final phase of the construction work at West Knoll Housing Development and expect to have all of the residents back in March 2016. We are in daily communication with the appropriate parties to ensure all necessary activities are completed. The final hurdles include unit by unit air quality inspections, fire systems repairs and inspections of each individual unit and common areas.

The Administrative Plan process and overview summary include changes stemming from the homeless initiatives with 35% turnover units for homeless, increasing to 50% in years two and three and South Scattered Sites housing development being considered as a priority for homeless families and victims of domestic violence.

Mr. Salas continued with an overview of the homeless initiative process beginning with the August, 2015 launch. The first set of recommendations were implemented by HACoLA in October 2015.

Of 47 recommendations with 12 in the initial phase; HACoLA and Community Development Commission (CDC) are the lead for several of them and collaborators for many of the strategies.

Mr. Salas noted that HACoLA has launched the Homes for Heroes program and will provide a more detailed presentation at the March Housing Commission meeting.

Below are reminders of upcoming events:

**HACoLA Headquarters, Alhambra-Landlord Veteran Incentive Program (VIP).** Thursday, February 25, 2016, HACoLA is hosting a landlord recruitment event centered on our Landlord VIP program. Over 175 attendance confirmations have been received with the goal of locking in more units for our homeless veterans. Palmdale will host on March 8, 2016 and an undetermined third location will host on March 22, 2016.

**South Bay Gardens Health Fair:** March 23, 2016, 10:00am-2:00pm

**Harbor Hills Health Fair:** April 13, 2016, 10:00am-2:00pm

Provides senior and adult residents with health screenings, healthcare information and a variety of other services offered in the community.

**Carmelitos Earth Day:** April 22, 2016, 1:00pm-2:00pm

8<sup>th</sup> Annual celebration modeling green practices, showcasing environmentally sustainable practices currently utilized in our state of the art aquaponics system.

**HUD resource training for Commissioners:** [www.hudexchange.info/public-housing](http://www.hudexchange.info/public-housing)

**NAHRO LEGISLATIVE CONFERENCE (Washington Conference— April 10-13, 2016)**

Arlington, VA (just outside Washington, DC)

*Crystal Gateway Marriott*

*1700 Jefferson Davis Highway*

*Arlington, VA 22202*

During this conference, Capitol Hill Advocacy meetings are scheduled with congressional staffers.

**Agenda Item No. 6 - Presentations**

None.

**Agenda Item No. 7 - Public Comments**

Ruthie Myers, Secretary of the Resident Council and South Bay Gardens housing development resident, shared a poem by Eloise Greenfield – “Harriett Tubman Didn’t Take No Stuff” in honor of Black History Month. She also asked the Housing Commissioners if there was a way to replace the bingo machine, and purchase a ping pong table and exercise bikes for the community room.

Brenda Love, Rose Garden resident, requested an overview of the HACoLA/CDC programs and replacement of her gate opener remote (clicker). Toni Lopez, Property Manager, will address the program overview and concerns.

### **Regular Agenda**

**On motion by Commissioner Lerch, seconded by Commissioner Knight and unanimously carried, the following was approved by the Housing Commission:**

**APPROVE THE ANNUAL PLAN FOR THE HOUSING AUTHORITY OF THE  
COUNTY OF LOS ANGELES (ALL DISTRICTS)  
AGENDA ITEM NO. 8**

1. Recommend that the Board of Commissioners find that the activities in the Annual Plan, as described herein, are not subject to the provisions of the California Environmental Quality Act (CEQA), because they will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the Annual Plan, as required by the U.S. Department of Housing and Urban Development (HUD), to update the Housing Authority's program goals, major policies and financial resources, including the Capital Fund Program (CFP) Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Public Housing Program, the Public Housing Lease Agreement, and the Housing Choice Voucher Program Administrative Plan.
3. Recommend that the Board of Commissioners adopt and instruct the Chair to sign the Resolution approving the Annual Plan for submission to HUD, and authorize the Executive Director or his designee to take all actions required for implementation of the Annual Plan.
4. Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute all documents required to receive HUD allocated CFP funds which are estimated to be approximately \$4,700,000.
5. Recommend that the Board of Commissioners authorize the Executive Director or his designee to incorporate into the Annual Plan all public comments received and approved for inclusion by the Board; and authorize the Executive Director or his designee to submit the Annual Plan to HUD by April 17, 2016.

### **Agenda Item No. 9 – Housing Commissioner Comments and Recommendations for Future Agenda Items**

Commissioner McBroom-Marsh commended the Housing Authority for doing a good job specifically with Harbor Hills and West Knoll. She appreciates the initiative, handouts giving good details and receiving information on upcoming seminars, etc. She is looking forward to attending the NAHRO conference. She welcomed back Commissioner Knight.



Commissioner Tapia had no comments.

Commissioner Knight noted that it was good to be back. She admired the poem read by SBG resident, Ruthie Myers and noted the resilience and challenge it represents. Based on what is happening, she noted we must minimize the impact and take the lead on the homeless initiative, being a national model and alleviate the issues that are personal to the homeless.

Commissioner Lerch thanked everyone for visiting SBG and noted he submitted his Form 700 electronically.

Commissioner Canoy thanked staff for the handouts and announced that the meeting for new Commissioners which she attended in January was very informational.

Commissioner Brooks noted that it was good to be at SBG and that the poem was moving and relevant. He also noted that it was good to be associated with a leading edge organization, a class act that does team work. He sent appreciation to Margarita Lares, Director, Assisted Housing, for pulling together the new VIP program in such a short time. He stated the County Housing Authority is always prepared and ready.

Commissioner Porter wished everyone a belated Happy New Year! He noted how rapidly things are happening, and evolving and stated the leadership within the Commission is exemplary. He understands the allocation to homelessness and he also does outreach every day at the park but his concern is about the broader community and wishes for equity and fairness to everyone, He reminded us that this is going to be a challenging year and there is a lot of uncertainty about funding, etc. He guided us to move onward and upward for 2016!

On Motion by Commissioner Lerch, the Regular Meeting of February 24, 2016 was adjourned at 1:21 p.m.

Respectfully submitted,

  
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SEAN ROGAN  
Executive Director  
Secretary-Treasurer

**Housing Authority - County of Los Angeles****FOR YOUR INFORMATION ONLY**

March 23, 2016

TO: HOUSING COMMISSIONERS

FROM: MARGARITA LARES, Director  
Assisted Housing Division

RE: FSS PROGRAM UPDATE – FEBRUARY 2016

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Housing Choice Voucher Program participants achieve economic independence and self-sufficiency.

**ACTIVITIES**

<b>NUMBER CURRENTLY ENROLLED</b>	515	As of February 1, 2016
<b>NEW ENROLLMENTS</b>	8	FSS participants enrolled
<b>CONTRACTS EXPIRED</b>	2	FSS contracts expired
<b>DIRECT ASSISTANCE REFERRALS</b>	197 73 869 137 24 15 199 2 54 184 290 108	Workforce centers Home Ownership Program/seminars/workshops Job referrals Educational/vocational services Credit repair services Financial literacy Work Source/Job Fairs Transportation assistance Youth Services Health & food services Other social services Utility Assistance Programs
<b>OUTREACH &amp; COMMUNITY EVENT</b>	1  1  1	Rio Hondo Adult Education Consortium Coordinating Counsel  Annual FSS Overview and Planning Meeting  Southern California FSS Network Meeting
<b>GRADUATIONS</b>	2	Graduates*
<b>Pending Graduations</b>	1	Requests to graduate received

If you have any questions, please feel free to contact me at (626) 586-1670.

Attachment

## **FAMILY SELF-SUFFICIENCY (FSS) REPORT SUPPLEMENT**

Listed below are brief descriptions of each category in the monthly FSS Report.

- 1. Number Currently Enrolled** – Current number enrolled on the FSS program as of the date the FSS Report is presented.
- 2. New Enrollments** - The number of participants enrolled in the FSS program with an effective date on the month the FSS Report is presented.
- 3. Contract Expired** – The number of participant contracts that expired at the end of the month prior to the FSS Report presented.
- 4. Direct Assistance Referrals** – Referrals sent to FSS participants based on their requests and or the participant's goals needed to be accomplished prior to successfully completing the program.
- 5. Outreach and Community Events** – Information that was shared with FSS participants and or events or meetings the FSS Coordinators attended.
- 6. Graduations** – FSS participants that graduated last month.
- 7. Pending Graduations** – FSS participants who have requested to graduate and are pending review of successful completion of goals.



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*Commissioners*

**Sean Rogan**  
*Executive Director*

March 23, 2016

Honorable Housing Commissioners  
Housing Authority  
County of Los Angeles  
700 West Main Street  
Alhambra, California 91801

Dear Commissioners:

**AWARD A JOB ORDER CONTRACT AND APPROVE A CONSTRUCTION TASK  
CATALOG  
(ALL DISTRICTS)**

**SUBJECT**

This letter recommends award of a Job Order Contract (JOC) to Angeles Contractor, Inc., the lowest responsive and responsible bidder, to provide maintenance, repair, refurbishment, rehabilitation, retrofit, and other repetitive-type work for the Housing Authority, and to authorize the Executive Director to issue work orders. This letter also recommends the approval of the JOC Construction Task Catalog, which includes labor, equipment, material costs and specifications necessary for work under a JOC.

**IT IS RECOMMENDED THAT THE COMMISSION:**

1. Recommend that the Board of Commissioners find that the award of the JOC, authorization for the Executive Director to issue work orders, and the adoption of the January 2016 JOC Construction Task Catalog are not a project under Section 15378(b) of the California Environmental Quality Act.
2. Recommend that the Board of Commissioners adopt the January 2016 JOC Construction Task Catalog.
3. Recommend that the Board of Commissioners award a JOC (JOC 32) to Angeles Contractor, Inc., for a maximum amount of \$4,500,000, to be financed through various funding sources included in the Housing Authority's approved Fiscal Year 2015-2016 budget and to be included in the Fiscal Year 2016-2017 budget.

4. Recommend that the Board of Commissioners authorize the Executive Director, or his designee, to execute JOC 32 in the form previously approved as to form by County Counsel and to establish the effective date following receipt of approved Faithful Performance and Payment for Labor and Materials Bonds filed by Angeles Contractor, Inc.
5. Recommend that the Board of Commissioners authorize the Executive Director, or his designee, to issue work orders for maintenance, repair, refurbishment, rehabilitation, retrofit, remodeling, and other repetitive-type work, on an as-needed basis, to Angeles Contractor, Inc., in the aggregate work order amount not-to-exceed the maximum amount of the JOC.
6. Recommend that the Board of Commissioners authorize the Executive Director, or his designee, upon his determination and as necessary and appropriate under the terms of the JOC, to amend the JOC, to terminate the JOC for convenience, or to terminate the contractor's right to proceed with the performance of the JOC.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will award a JOC to the lowest responsive and responsible bidder and authorize the Executive Director, or his designee, to issue work orders and adopt the January 2016 JOC Construction Task Catalog.

The JOC program is a flexible, cost-effective, unit price, and indefinite quantity contracting method used to effectively and efficiently accomplish maintenance, repair, refurbishment, rehabilitation, retrofit, and other repetitive-type work for Housing Authority housing developments without extensive plans and specifications. This process reduces administrative costs and lowers direct construction costs while meeting all Federal, State, and County procurement requirements.

JOC programs have been successfully implemented by the Housing Authority, County's Internal Services Department, Department of Public Works and other local and Federal agencies.

As required by the California Public Contract Code section 20128.5, the proposed JOC will have a one year term, and will be used for maintenance, repair, remodeling, and refurbishment or other repetitive work, but will not be used for new construction.

#### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The contract will be funded with various funds included in the Housing Authority's approved Fiscal Year 2015-2016 budget and to be included in the Fiscal Year 2016-2017 budget.

The Housing Authority will incur JOC expenditures to the extent that project funds are available. Total expenditures will not exceed \$4,500,000.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On April 3, 2012, the Board approved the award of a contract to the Gordian Group for consulting services to assist the Housing Authority with the development, implementation, and support of the JOC program. The Gordian Group prepared the JOC Construction Task Catalog, which includes the labor, equipment, material costs, and specifications necessary for work under a JOC. The JOC Construction Task Catalog was updated in January 2016, and requires adoption by the Board.

On April 7, 2015, the Board approved two JOCs for the Housing Authority, both of which will expire on April 21, 2016. The time and cost to implement capital projects under the JOC program compared to the traditional design, bid and build process has provided the Housing Authority with substantial savings on staff time, consultant and construction costs.

Angeles Contractor, Inc. will comply with the requirements of the Greater Avenues for Independence (GAIN) Program, the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles, or Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

### **ENVIRONMENTAL DOCUMENTATION**

Pursuant to Title 24 of the Code of Federal Regulations, Section 58.35 (a)(3)(i),(ii) & (iii), this action is excluded from the National Environmental Policy Act because it involves activities that will not alter existing environmental conditions. Award of the JOC, adoption of the January 2016 JOC Construction Task Catalog, and authorization for the Executive Director or his designee to issue work orders under the JOC are not a project under California Environmental Quality Act (CEQA) Guidelines because they are excluded from the definition of project under Section 15378(b) of the State CEQA Guidelines. These activities are administrative actions of government and also involve the creation of a government funding mechanism or other government fiscal activities that do not involve any commitment to any specific project, which may result in a potentially significant impact or direct or indirect changes to the environment.

JOCs provide facilities repairs, maintenance, retrofits, and refurbishment services requested by the Housing Authority, which are generally categorically exempt under Section 15301, Class 1 of the State CEQA Guidelines. The proposed projects are covered by the general rule that CEQA applies only to the projects that have the potential for

causing a significant effect on the environment. The Board's approval of the JOC does not include approval of work done pursuant to specific work orders. The implementation of each work order under the JOC shall be subject to prior determination and documentation by the Housing Authority that the work is categorically exempt from CEQA. In the event the work is not exempt, your Board will be requested to approve the appropriate environmental finding and any applicable documentation pursuant to CEQA prior to implementation of work orders under the JOC.

### **CONTRACTING PROCESS**

On January 13, 2016, the Housing Authority publicly advertised bids on an open-competitive basis, in accordance with applicable Federal, State, and County requirements, to identify contractors to complete work on the JOC program. Announcements were sent to 507 contractors identified from the Housing Authority vendor list. Advertisements also appeared in eight local newspapers and on the County and Housing Authority websites.

On February 9, 2016, thirteen bids were received and formally opened. The lowest bid, submitted by Angeles Contractor, Inc. was determined to be the lowest, responsive, and responsible bid, and it is being recommended for the JOC award.

The Summary of the Outreach Activities and bid results are provided as Attachment A.

### **IMPACT ON CURRENT PROJECT**

The award of the JOC will expedite the completion of maintenance, repair, refurbishment, and other repetitive-type work for Housing Authority projects in a timely and cost-effective manner.

Respectfully submitted,



SEAN ROGAN  
Executive Director

Enclosures

**ATTACHMENT A**  
**Summary of Outreach Activities**

On January 13, 2016, the following outreach was initiated to identify contractors for the Job Order Contract.

**A. Newspaper Advertising**

Announcements appeared in the following local newspapers:

LA Times  
The Daily News  
International Daily News  
LA Opinion  
L.A. Sentinel  
Dodge Construction News/Green sheet  
Eastern Group Publications  
Wave Community Newspapers

An announcement was also posted on the County and Housing Authority websites.

**B. Distribution of Bid Packages:**

The Housing Authority's vendor list was used to emailed notifications to 507 contractors. As a result of the outreach, 44 bid packages were requested and downloaded through the Housing Authority's website by contractors.

**C. Pre-Bid Conference and Site Walk**

On January 26, 2016, a mandatory pre-bid conference was conducted. Thirty-five firms were in attendance.

**D. Bid Results:**

Contractors provided Adjustment Factors which will be applied to items listed in the Construction Task Catalog (CTC) in order to determine the cost of jobs.

On February 9, 2016, a total of thirteen bids were received and publicly opened. The bid result was as follows:



<u>Company</u>	<u>Composite Bid</u>
Angeles Contractor, Inc.	0.6979
Interlog Corporation	0.7382
Pub Construction, Inc.	0.7395
Exbon Development, Inc.	0.7405
Access Pacific, Inc.	0.7482
Mackone Development, Inc.	0.7868
KLD Construction Corp.	0.8512
Cal-City Construction, Inc.	0.9356
Vincor Construction Inc.	0.9416
Spec Construction Co, Inc.	0.9579
MTM Construction, Inc.	0.9850
Harry H. Joh Construction, Inc.	0.9998
New Creation Builders	1.1264

Angeles Contractor Inc.'s Adjustment Factor of 0.6979 indicates that Angeles Contractor Inc. will charge the Housing Authority 69.79% of the listed price for items in the CTC.

**E. Minority/Female Participation**

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Angeles Contractor, Inc.	Minority	Total: 66 48 Minorities 8 Women 73% Minorities 12% Women
Pub Construction, Inc.	Not a Minority	Total: 21 18 Minorities 4 Women 86% Minorities 19% Women
Exbon Development, Inc.	Minority and Women	Total: 35 35 Minorities 3 Women 100% Minorities 9% Women

Access Pacific, Inc.	Minority	Total: 17 15 Minorities 6 Women 88% Minorities 35% Women
Interlog Corporation	Minority	Total: 19 19 Minorities 2 Women 100% Minorities 11% Women
Mackone Development, Inc.	Minority	Total: 17 12 Minorities 4 Women 71% Minorities 24% Women
KLD Construction Corp.	Minority	Total: 10 10 Minorities 0 Women 100% Minorities 0% Women
Vincor Construction Inc.	Minority	Total: 18 18 Minorities 3 Women 100% Minorities 17% Women
Spec Construction Co, Inc.	Not a Minority	Total: 18 9 Minorities 1 Woman 50% Minorities 6% Women

Cal-City Construction, Inc.	Minority	Total: 27 26 Minorities 4 Women 96% Minorities 15% Women
MTM Construction, Inc.	Minority	Total: 31 30 Minorities 6 Women 97% Minorities 19% Women
Harry H. Joh Construction	Minority	Total: 19 19 Minorities 7 Woman 100% Minorities 37% Women
New Creation Builders	Minority	Total: 19 19 Minority 4 Women 100% Minorities 21% Women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended awards of the JOCs are being made in accordance with the Housing Authority's policies and Federal regulations, and without regard to race, creed, color, or gender.

**ATTACHMENT B**  
**Contract Summary**

**Project Name:** Job Order Contract 32

**Location:** County of Los Angeles

**Bid Number:** CDC16-005 (JOC 32, Angeles Contractor, Inc.)

**Bid Date:** February 9, 2016

**Contractor:** Angeles Contractor, Inc. (JOC 32)

**Services:** Authorizing the Housing Authority to award a JOC to Angeles Contractor, Inc. (JOC 32), to provide maintenance, repair, refurbishment, rehabilitation, retrofit, and other repetitive-type work for various Housing Authority projects.

**Contract Documents:** Part A – Instructions to Bidders and General Conditions; Part B – Construction Task Catalog and Specifications; Part C – Bidder's Documents, Representations, Certifications, Bid, Other Statements of Bidder.

**Time of Commencement and Completion:** This is an annual JOC for repair, remodeling or other repetitive work to be done according to unit prices specified in individual Job Orders. The effective date of the JOC shall be the date that the JOC is fully executed. All job orders must be issued within one year from the effective date of the Contract. In the event that a Job Order has been issued within this year period, but the work has not been completed within such period, the work may be completed thereafter, subject to all provisions of the JOC.

**Liquidated Damages:** Should a Contractor fail to substantially complete the work specified in the Job Order in accordance with the approved construction schedule, and provided the Contractor has not previously obtained a written extension of time from the Contracting Officer according to the General conditions, a sum appropriate with the following schedule may be deducted from each succeeding request for payment as liquidated damages on each Work Order if applicable.

## SCHEDULE FOR LIQUIDATED DAMAGES – PROPOSAL PREPARATION

<u>Days Delinquent</u>	<u>Liquidated Damages per Day</u>
1-3 Business Days	\$2,500
3+ Business Days	\$5,000

## SCHEDULE FOR LIQUIDATED DAMAGES – CONSTRUCTION

<u>Work Order Price</u>	<u>Liquidated Damages per Day</u>
Up to \$100,000	\$500
\$100,001 to \$500,000	\$750
Over \$500,000	\$1,000

**JOC Value:** The maximum dollar value of the JOC is \$4,500,000 for a 12-month contractual period.

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**HOUSING AUTHORITY  
of the County of Los Angeles**

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*Commissioners*

**Sean Rogan**  
*Executive Director*

March 23, 2016

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
700 West Main Street  
Alhambra, California 91801

Dear Commissioners:

**APPROVE RECORDS RETENTION AND DISPOSITION SCHEDULES AND  
AUTHORIZE DESTRUCTION OF RECORDS ACCORDING TO THE RETENTION  
SCHEDULES  
(ALL DISTRICTS)**

**SUBJECT**

This letter recommends approval of the Community Development Commission (Commission) and Housing Authority Records Retention and Disposition Schedules to establish minimum retention periods for the respective agency records; and authorization to destroy records according to the Records Retention and Disposition Schedules.

**IT IS RECOMMENDED THAT THE COMMISSION:**

1. Recommend that the Board of Commissioners approve the Records Retention and Disposition Schedules (Schedules), and authorize the Executive Director or his designee to make any future amendments to the Schedules, subject to review by County Counsel and in accordance with all applicable statutory requirements.
2. Recommend that the Board of Commissioners authorize the Executive Director or his designee to destroy records that have passed their retention periods according to the Schedules and to approve future destruction of records according to the Schedules.
3. Recommend that the Board of Commissioners find that approval of the Records Retention and Disposition Schedules is not subject to the provisions of the California Environmental Quality Act (CEQA) because the

action will not have the potential for causing a significant effect on the environment.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Records Retention and Disposition Schedules are the Commission and Housing Authority's official policy for records and information retention and disposal. They provide legal authority to dispose of records in accordance with applicable statutory requirements and/or business process needs.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County General Fund. Savings to the Commission will be realized as routine disposal of obsolete records reduces storage costs.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Schedules were originally drafted in 2004-2005 in consultation with History Associates Incorporated, an expert in records management. The Schedules have been updated to provide clear, specific records descriptions and retention periods, and to apply current law and technology to the management of records. The revised Schedules also permit the digitization of records, where appropriate and permissible, with a trusted system which accurately reproduces the original, does not permit additions, deletions or changes to the original, and complies with Government Code Section 12168.7.

Notwithstanding the requirements of the Schedules, if the Commission or Housing Authority determines that there is a conflict between the requirements of the Schedules and federal, state or local laws or regulations concerning any category of documents or records, we will seek to comply with the stricter (or strictest) of the conflicting requirements, laws or regulations to the greatest extent feasible. The Records Retention Schedule and Disposition of the County of Los Angeles will be referred to for records that may involve a Los Angeles County grant or project, in order to comply with the strictest retention.

### **ENVIRONMENTAL DOCUMENTATION**

This action is not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.



Honorable Housing Commissioners

March 23, 2016

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**IMPACT ON CURRENT PROGRAM**

Adoption of the Schedules will realize operational efficiencies by reducing duplication and by establishing clear retention periods for different categories of records.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Sean Rogan", followed by a horizontal line.

SEAN ROGAN  
Executive Director